



Yavapai County Community Health Services

Our Mission: "Yavapai County Community Health Services will provide leadership information, and services that contribute to improving the health and well-being of Yavapai County residents."

ENVIRONMENTAL HEALTH

Dear Special Event Organizer/Coordinator

To aid you in complying with state and county laws regarding food and beverages and general event sanitation you should read the following carefully to see what your responsibilities may be regarding your planned special event:

1. Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed) and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Any changes to your application will need to be filed not later than seven days prior to your event.
2. **All vendors of food and/or beverages of any kind** will need to complete the "Special Event Application" regardless of their non-profit status or whether food and/or beverage is being sold **or** given away. Special Event License Applications for vendors can be mailed or emailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications must be completed and on file **at least** three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

Please be sure to transmit the above information (you may make copies of applications) to **ANY AND ALL FOOD/BEVERAGE VENDORS OF ANY KIND.**

For questions, DON'T WAIT, give us a call. We want your event to be successful and your role in making the process run smoothly is critical.

Sincerely,

A handwritten signature in black ink, appearing to read "Cecil F. Newell".

Cecil F. Newell, R.S.
Public Health Protection Section Manager

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
Environmental Health

SPECIAL EVENT COORDINATOR INFORMATION SHEET

- A Special Event Information sheet (attached) is required from the event coordinator or food/beverage chairperson. All information is due to Yavapai County Community Health Services six (6) weeks prior to the event. Please include any information about foods provided by your organization for the vendors.
- **IMPORTANT NOTE: It is the responsibility of the Event Coordinator to ensure that all food and beverage vendors have applied for and received permission to operate at least 2 full working days prior to the event start date.**
- Please copy and distribute the Special Event Application Pack to **ALL** food and beverage vendors. Contact Environmental Health if you require a copy of the SE Vendor Application Pack for distribution. It is extremely important all vendors receive the S.E. Application Pack and return the completed "yellow" pages to our department well in advance of the event.
- All food and/or beverage concessions run by your organization are also required to have temporary food service licenses. Please submit a completed license application and the required license fee **per booth**, including the hospitality booth/tent.

Note: Only those vendors dispensing bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a temporary food service license. All other vendors, **regardless of product**, are **required** to obtain a license and pay the required license fee per booth.

- A Yavapai County special event license is effective for 14 consecutive days only and for one location only, and for one celebration or special event.

Send information to:

- 1090 Commerce Drive, Prescott, AZ 86305 (928) 771-3149 FAX (928) 771-3369
- 3212 N. Windsong Drive, Prescott Valley, AZ 86314 (928) 583-1015 FAX (928) 771-3379
- 10 S. Sixth Street, Cottonwood, AZ 86326 (928) 639-8138 FAX (928) 639-8140

Special Event Information-Yavapai County Community Health Services

To be Supplied by Event Coordinator

Please complete and return this form at least forty-five **(45) days** before the start of the event.

Please submit vendor lists and event maps no later than **five (5) week days** before the start of the event.

Please return this sheet to:

- 1090 Commerce Dr., Prescott, AZ 86305 (928) 771-3149 FAX (928) 771-3369
- 3212 N. Windsong, Prescott Valley, AZ 86314 (928) 583-1015 FAX (928) 771-3379
- 10 S. Sixth Street, Cottonwood, AZ 86326 (928) 639-8138 FAX (928) 639-8140

General Event Information

Name of Event _____ Sponsoring Organization _____

Date(s) _____ to _____ Time(s) _____ to _____

Location _____

Facility Name

Address – Physical Location

Brief Description of Event Site Conditions: (i.e. dirt, grass, pavement)

Estimated event attendance _____

Additional Event Information

Anticipated number of food and beverage booths/concessions _____

Date and time of event set up _____

Restroom facilities for patrons Public restrooms Chemical toilets Quantity to be supplied _____

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

Will electricity be provided to food vendors? Yes No

Will back-up refrigerated storage be provided to food vendors? Yes No

How _____

Contact Information

Event Coordinator - Food & Beverage Chairman OR responsible individual

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Scheduled food and beverage concession meetings _____

Supplemental Information

Are dumpsters provided? _____ Where? _____

List of food and beverage vendors Enclosed Will mail/fax by _____

Map-Location of Temporary Food Vendors: Enclosed Will mail/fax by _____

Application prepared by _____